This worksheet is designed to help you plan your submission for the 2011–2012 ARL Statistics. The figures on this worksheet should be similar to those in the “Summary” page of our web form, except in cases where data are unavailable. If an exact figure is unavailable, leave it blank. The Primary Contact should carefully review the totals for each question; and if they are not representative of the overall institution, the Primary Contact can mark the question NA/UA at the publication level screen.

Reporting Institution __________________________ Date Returned to ARL ____________

Report Prepared by (name) __________________________

Title __________________________

Email address __________________________ Phone number __________

Contact person (if different) __________________________

Title __________________________

Email address __________________________ Phone number __________

**COLLECTIONS:**

1. Titles held June 30, 2012 (all formats) (1)________

2. Volumes held June 30, 2012 (print plus electronic) (2)________

3. Basis of print volume count is (3) _____Physical

       _____Bibliographic

4. Electronic books (included in question 2) (4)________

5. Are the below figures reported in Canadian dollars? (5) _____Yes _____No

**EXPENDITURES**

6. Total Library Expenditures (exclude fringe benefits) (7 + 8 + 9) (6)________

7. Total Library Materials Expenditures (7a + 7b + 7c) (7)________

   7a. One-time resource purchases (7a)________

   7b. Ongoing resource purchases (e.g. subscriptions, annual license fees) (7b)________

   7c. Collection support (7c)________
8. **Total Salaries and Wages** \((8a + 8b + 8c)\)

(Exclude fringe benefits; **Report fringe benefits in question 10**) \((8)\)___________

8a. Professional staff (exclude fringe benefits) \((8a)\)___________

8b. Support staff (exclude fringe benefits) \((8b)\)___________

8c. Student assistants (exclude fringe benefits) \((8c)\)___________

9. **Other operating expenditures** \((9)\)___________

**FRINGE BENEFITS** *(Provide a detailed footnote on what this includes)*

10. Fringe benefits \((10)\)___________

11. Official designated percent \((11)\)___________

**EXPENDITURES FROM EXTERNAL SOURCES**

12. Consortia/Networks/Bibliographic Utilities Expenditures from External Sources \((12)\)___________

**PERSONNEL** *(Round figures to nearest whole number)*

13. **Total Staff FTE** \((13a + 13b + 13c)\) \((13)\)___________

13a. Professional staff, FTE \((13a)\)___________

13b. Support staff, FTE \((13b)\)___________

13c. Student assistants, FTE \((13c)\)___________

**INSTRUCTION**

14. **Number of library presentations to groups** \((14)\)___________

14a. Is the library presentations figure based on sampling? \(14a\)_____Yes _____No

15. **Number of total participants in group presentations reported in line 14** \((15)\)___________

15a. Is the total participants in group presentations figure based on sampling? \(15a\)_____Yes _____No

**REFERENCE**

16. **Number of reference transactions** \((16)\)___________

16a. Is the reference transactions figure based on sampling? \(16a\)_____Yes _____No
CIRCULATION

17. Number of initial circulations (excluding reserves) (17)

USE OF ELECTRONIC RESOURCES (following COUNTER definitions)

18. Number of successful full-text article requests (journals) (18)
19. Number of regular searches (databases) (19)
20. Number of federated searches (databases) (20)

INTERLIBRARY LOANS

21. Total number of filled requests provided to other libraries (21)
22. Total number of filled requests received from other libraries or providers (22)

DOCTOR’S DEGREES AND FACULTY

23. Number of Doctor’s Degrees awarded in FY2011-2012 (23)
24. Number of fields in which Doctor’s Degrees can be awarded (24)
25. Number of full-time instructional faculty in FY2011-2012 (25)

ENROLLMENT – FALL 2011

26. Full-time students, undergraduate and graduate (26)
27. Part-time students, undergraduate and graduate (27)
28. Full-time graduate students (28)
29. Part-time graduate students (29)

FOOTNOTES

NOTE: Any large shifts in reported data compared to last year should be explained with a footnote.

Submit the completed questionnaire
By October 15, 2012

For assistance, please e-mail or Google chat: stats@arl.org
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